

DEPARTMENT OF THE NAVY
Bureau of Naval Personnel
Washington DC 20370-5000

OPNAVINST 5350.6A
Pers-6
19 July 1994

OPNAV INSTRUCTION 5350.6A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY COMMUNITY SERVICE PROGRAM

Ref: (a) NAVPERS 15604, Personal Excellence Partnership Guidebook (NOTAL)
(b) Federal Personnel Manual Letter 992-1 (NOTAL)
(c) U. S. Navy Regulations, 1990
(d) SECNAVINST 5720.44A
(e) NAVSUP P-486, Foods Services Management—General Messes Manual (NOTAL)
(f) JAGINST 5800.7C
(g) OPNAVINST 5400.24D
(h) BUPERSINST 1650.12A
(i) SECNAVINST 5370.2J

Encl: (1) Definition of Terms

1. Purpose. To provide policy and guidance for the Navy Community Service Program (NCSP). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5350.6.

3. Background. In November 1992, Navy launched the Navy Community Service Program (NCSP) to support national youth education goals and a globally competitive America. Building on the successes of Personal Excellence Partnerships and community outreach programs, Navy expanded its role in strengthening the academic and personal growth of school youth and in improving the quality of life in local communities. The Navy Community Service Program is in consonance with the Partnership with Schools Program of November 1989 (Public Law 101-165, sec. 9111) and Civilian-Military Cooperative Action Program of October 1992 (10 U.S.C., sec 410), which authorize the military services to work together in collaboration with government, civic and social service organizations, as well as representatives of

business and labor, to perform community service and develop school volunteer programs.

4. Definitions. Terms relevant to the Navy Community Service Program are defined in enclosure (1).

5. Policy. It is Navy's policy to promote a joint Navy and community effort to assist in the education and enrichment of America's youth and communities and in revitalizing citizenry. Navy civilian and military volunteers will strive to improve education as well as the quality of life in communities. Volunteers are highly encouraged to join with other services, businesses, labor, foundations, colleges and universities, religious organizations, media, community groups, health care centers, and governmental agencies in developing a collective vision of community needs and commitment to share responsibilities and resources required to address them. Five "Flagship Projects" serve to strengthen youth and communities. These flagship projects are entitled: (1) Personal Excellence Partnerships, (2) Youth Health and Physical Fitness, (3) Environmental Conservation, (4) Campaign Drug Free, and (5) Sharing Thanksgiving.

a. Personal Excellence Partnerships. Develops American youth to their fullest potential in the areas of education, healthy lifestyles, and civic responsibility. Volunteers tutor, mentor, provide technical expertise, and serve as role models. Project goals include improving scholastic achievement, social and life skills, and providing vocational guidance.

b. Youth Health and Physical Fitness. Promotes healthy and fit lifestyles among America's youth. Project initiatives include youth fitness programs, sports and recreation programs such as Special Olympics, nutritional and hygiene information, and youth athletic events.

c. Environmental Conservation. Promotes participation in domestic and international conservation programs to maintain, protect, and conserve the world's wildlife and natural resources. Activities include developing youth environmental stewardship, teaching environmental values, enhancing environmental science curricula of schools, and organizing or participating in environmental clean-up efforts.

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d. Campaign Drug Free. Provides a drug demand reduction program to schools, organizations, and communities to address youth on the dangers of drug abuse and the importance of being drug free. Volunteer teams use professionally produced videotapes to convey a powerful anti-drug message to elementary, middle, and high school students. Following the videotape presentation, volunteers engage the students in discussions to challenge them to take charge of their lives and stay drug free.

e. Sharing Thanksgiving. A year-round project that provides an avenue for volunteers to contribute to improved quality of life in their communities. By reaching out to those less fortunate with food drives, repairs/renovations of shelters and homes, Navy people can brighten the future for struggling individuals, families, and communities. This project generates hope and helps others help themselves, not just at Thanksgiving time but throughout the year.

6. Guidance. To ensure effective and responsible Navy Community Service Programs, the following guidelines will be followed:

a. Participation by Department of Navy (DON) personnel (active, reserve, and civilian employees) in community service program activities is voluntary. Commanding officers should ensure all volunteers are screened and accept only those who exemplify "personal excellence."

(1) Screening for DON volunteers should be in accordance with section six of reference (a), "Personal Excellence Partnership Guidebook." Other volunteers may be screened by the school, youth organization, or community service activity.

(2) Military personnel, where feasible, should participate in uniform.

(3) All activities involving youth shall be conducted in groups and not one-on-one. Youth participation in any off-site project, such as field trips or park picnics, requires the written permission of the youth's parent or legal guardian.

b. Commands should provide to each volunteer a program orientation to include the purpose and objective of the community service or Personal Excellence Partnership project, as well as the individual's personal requirements and responsibilities. Commands should work closely with the civic organization

or school to identify program objectives, operating parameters, membership responsibilities, and resource commitments. A "needs analysis" discussed in section three of reference (a) will facilitate this effort.

c. Commands choosing to initiate a community service outreach project or Personal Excellence Partnership with a local school, youth support group, or other community service organization should inform the appropriate geographic area coordinator listed in the Standard Navy Distribution List (SNDL) Part 2, Section 3.

(1) Deploying units should contact the coordinator for the area in which the command is homeported.

(2) Each geographic area coordinator has designated a point of contact for community service and Personal Excellence Partnership activities. This individual is available for technical assistance and guidance with regard to community service and Personal Excellence Partnerships in his/her specific region.

d. Standards of Conduct guidelines prohibit Navy personnel from using their title or position in connection with charitable or non-profit organizations in order to avoid the appearance of preferential treatment by the United States Navy. Additionally, fundraising and solicitation by Navy personnel is limited to Combined Federal Campaign and Navy Relief.

e. Command-sponsored community service and Personal Excellence Partnerships during normal working hours may be authorized by the commanding officer. The command mission shall not be compromised in support of community service and Personal Excellence Partnership projects.

(1) Military personnel may be permitted to voluntarily participate by adjusting normal duty schedules or granting liberty, leave, or no-cost temporary additional duty (TAD).

(2) Civilian personnel may be permitted to voluntarily participate by authorizing "Alternative Work Arrangements" or granting annual leave, leave without pay, or, in very limited circumstances, excused absence. Commands should review reference (b), "Federal Personnel Manual Letter 992-1," regarding "Employee Community Service," other applicable regulations, and any collective bargaining agreement

before approving an employee's participation in community service or Personal Excellence Partnership activities.

f. Supplies, facilities, and services provided to community service and Personal Excellence Partnerships shall be in accordance with article 0835 of reference (c), "U. S. Navy Regulations" and chapter 4 of reference (d), "Public Affairs Policy and Regulations." Fiscal expenditures for community relations and Personal Excellence Partnership programs in support of community service goals shall not compromise command operational goals or objectives.

(1) Expenditure of public funds to benefit a non-Navy entity in furtherance of Navy goals is governed by section 0407 of reference (d), "Fiscal Policy for Community Relations."

(2) Guidance on the use of Navy facilities in support of community service activities is found in section 0408 of reference (d).

(3) Eligibility for galley meals at reduced cost is governed by reference (e), Food Services Management-General Messes Manual.

(4) Donation of computer equipment to schools is permitted by Presidential Executive Order 12821 of 16 November 1992, "Improving Mathematics and Science Education in Support of the National Education Goals." The computer donation program is administered by the Defense Automation Resources Information Center (DARIC) of Defense Information Systems Agency, 6301 Little River Turnpike, Suite 200, Alexandria, VA.

(5) Donation of other federal properties is permitted under the "Federal Surplus Personal Property Donation Program" and is managed by the Property Management Division of U.S. General Services Administration (GSA) Central Office, Crystal Mall 4, Room 701, Washington DC 20406-0001. State surplus property agencies have been established by each State, the District of Columbia, and U.S. territories to distribute personal property designated as surplus by the Federal Government. Contact the Director, State Agency for Surplus Property for the appropriate "State" or contact the appropriate GSA regional office for information on eligibility, program requirements, and procedures.

(6) Tours of base facilities may be offered to community service outreach project and Personal Excellence Partnership participants. Tours of ships, aircraft, and Navy installations should be arranged on a not-to-interfere basis with command operation. Local public affairs guidance and section 0405 of reference (d) shall be followed concerning proper arrangements for visits and tours.

(7) Transportation may be provided in support of Navy community service and Personal Excellence Partnership activities by commands, if local commercial transportation or other community support service (e.g., school buses, metro buses) is unavailable. Section 0515 of reference (d) and the following circumstances apply:

(a) There is no conflict with the command's military mission.

(b) Transportation costs can be absorbed within existing budget parameters.

(c) There is no conflict with private sector companies regarding provision of transportation at a reasonable rate.

(d) The purpose of the field trip is to increase public understanding of Navy activities and missions.

g. Navy volunteers (i.e., DON civilian employees, uniformed members) authorized by their commander to participate in command-sponsored community service programs are considered acting within the scope of official duties and employment. As such, they are normally not personally liable for mishaps that occur during those activities. Claims against the United States are processed in accordance with Chapter VIII reference (f), "Manual of the Judge Advocate General," and scope of employment decisions are ultimately made by the Attorney General of the United States.

h. Other volunteers acting on their own initiative or without command sponsorship and persons who are not Department of Defense employees (e.g., spouses, retirees) are not protected as described in the above paragraph. Such volunteers should obtain liability coverage through school, youth organization, or other volunteer association.

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7. Responsibilities

a. The Deputy Chief of Naval Operations (Manpower and Personnel) (N-1) is responsible for overall policy aspects of the Navy Community Service Program. Specific responsibilities include the following:

(1) Encourage all military and civilian employees to participate voluntarily in direct community service. Community service may include participation in programs, activities, and initiatives designed to address national problems such as education, drug abuse, crime, homelessness, illiteracy, AIDS, teenage pregnancy, hunger, and problems associated with low-income housing, health care, and environment.

(2) Distribute policy and serve as resource of Navy Community Service Program information and support, providing guidance and instruction to naval activities when the chain of command is unable to do so.

(3) Coordinate the efforts of "Flagship Sponsors" and attendant geographic and local area coordinators.

b. Five "Flagship Sponsors" will serve to facilitate, promote, and expand opportunities for community service and Personal Excellence Partnerships for Navy commands and individuals. They shall be responsible for working with other flagship sponsors to consider any appropriate changes in policy or practices that would encourage volunteer participation in community service. They will provide information and technical support, including information on resources for improving youth opportunities and community quality of life. They will aggressively publicize community service program initiatives throughout Navy. Flagship Sponsor assignments are:

(1) Deputy Chief of Naval Operations (Logistics) (N4) is flagship sponsor for the "Environmental Conservation" project. Project focus is on educating youth and families on environmental conservation initiatives and helping communities manage America's natural resources and improve the world environment. Examples of supportive projects are "USS MY SCHOOL," "Save the Bay," and "Water For Life."

(2) The Assistant Chief of Naval Personnel for Personal Readiness and Community Support (Pers-6) is flagship sponsor for the "Personal Excellence Partnership" project. Project focus is on academic,

life skills, and civic education for youth. Examples of supportive programs and projects are adopting schools, academic tutoring, and mentoring.

(3) Director of Naval Reserve (N095) is flagship sponsor for the "Campaign Drug Free" project. Program focus is on helping communities and schools educate youth on the dangers of drugs and substance abuse. Examples of supportive projects are Drug Education For Youth (DEFY), and Drug and Alcohol Resistance Education (DARE).

(4) Chief of Naval Education and Training (CNET) is flagship sponsor for the "Health and Physical Fitness" project. Project focus is on youth programs that promote healthy lifestyles and fitness. One example project is Schools with Active Fitness Education (SAFE).

(5) Chief of Chaplains of the Navy (N097) is flagship sponsor for the "Sharing Thanksgiving" project, the Navy's overall community caring program. Project focus is on year-round sharing by Navy people with those in need and joining local outreach efforts that build a sense of community and energize people with hope. Examples of supportive projects are adopting orphanages, assisting at "soup kitchens" and homeless shelters, as well as helping needy families.

c. Fleet Commanders in Chief (FLTCINCS) shall support Navy Community Service Program objectives as set forth in this instruction. They will also:

(1) Implement volunteer community service and Personal Excellence Partnership programs in their respective fleets and encourage voluntary participation.

(2) Recognize outstanding community service and Personal Excellence Partnership efforts.

(3) Develop public relations strategies to communicate community service and Personal Excellence Partnership initiatives internally and externally.

d. Geographic and Local Area Coordinators. Geographic area commanders shall support Navy Community Service Program objectives as set forth in this instruction. As stated in reference (g), "Command, Area Coordination and Command Relationships," geographic area coordinators may define regions within their geographic areas and delegate

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coordination authority to a commander in the local area. For each defined local area, an appropriate official may be assigned to serve as the local area coordinator. Consistent with the primary mission, function, and tasks of Navy commands, geographic and local area coordinators will develop voluntary partnerships, as follows:

(1) Appoint a community service program coordinator who exemplifies the highest standards of community service and possesses the leadership, expertise, and experience to manage community-collaborative efforts.

(2) Enlist support and join in partnerships with the local community to share responsibility and resources.

(3) Coordinate and assist with implementation and monitoring of community service and Personal Excellence Partnership activities within their geographic area of responsibility.

(4) Publicize community service and Personal Excellence Partnership program initiatives internally and externally.

(5) Encourage Navy commands as well as individual active duty members, reservists, and DON employees to participate.

(6) Distribute community service and Personal Excellence Partnership materials to commands within their purview.

(7) Serve as Navy point of contact for community service and Personal Excellence Partnership activities within the geographic area and respond to requests for information from higher authority. In that capacity, coordinators should be generally aware of community service and Personal Excellence Partnership programs conducted by area commands and the specifics of each (i.e., coordinator, members of the partnership or collaborative, and goals and types of activities).

(8) Where feasible, ensure community service and Personal Excellence Partnership projects address the needs of youth in areas of educational achievement, health and fitness, and citizenship, as well as the needs of the community.

(9) Recognize the contributions of Navy personnel and other community members for outstanding community service and Personal Excellence partnership efforts using reference (h), "Navy Personal Excellence Partnership and Community Service of the Year Award Program" and other recognition programs.

(10) Provide direct and informal feedback to the appropriate Flagship Sponsor.

e. Unit commanders, commanding officers, and officers in charge shall comply with reference (i), "Standards of Conduct and Government Ethics," and are encouraged to:

(1) Establish and promote community service and Personal Excellence Partnership activities. Program participation shall be conducted on a voluntary basis and not to interfere with the unit's primary mission.

(2) Designate a command coordinator to recruit, train, and manage volunteers and organize community service and Personal Excellence Partnership activities.

(3) Create incentives to encourage volunteers in the command to participate in community service and Personal Excellence Partnership programs.

(4) Appropriately recognize personnel for outstanding achievements in self-development and contributions to community service and Personal Excellence Partnership efforts.

(5) Publicize community service and Personal Excellence Partnership initiatives internally and externally.

(6) Keep the appropriate community service geographic or local area coordinator informed of partnership activity(s) by providing direct and informal program feedback and information.

8. Aids to Planning. Reference (a) is intended to assist commands in planning and conducting community partnerships. Its purpose is twofold: to aid experienced personnel in expanding their programs and to assist coordinators who are new to partnerships at developing, implementing, managing, and evaluating their programs. Additional information and assistance

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may be obtained from the Director, Navy Community
Service Program (Pers-6CSP).

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Definition of Terms

1. Collaborative. The term applies to two or more organizations (e.g., businesses, foundations, colleges, churches, media, health care agencies, labor, other government agencies, and other Navy commands and military services) working together to share responsibilities and commitments and to broaden the scope of potential resources available to meet the needs of a particular community service or partnership project. For the purpose of the Navy Community Service Program, there is no distinction made between a collaborative and a "partnership."
2. Coordinator. The term applies to geographic and local area and command coordinators alike. In general, "coordinator" is the person assigned the day-to-day management and coordination responsibilities for a community service or Personal Excellence Partnership program.
3. Partnership. A partnership is a cooperative effort between one or more organizations (e.g., educational institution, private business, civic organization) and a recipient entity (e.g., school, school class, orphanage, half-way house) to enhance the education of youth or improve the quality of life of the community. Most Navy partnerships involve one Navy command and one school. For the purpose of the Navy Community Service Program, there is no distinction made between a partnership and a "collaborative."
4. Personal Excellence. The achievement of an individual's highest potential in education, health, physical fitness, and citizenship. See the *Navy Personal Excellence Partnership Guidebook* (NAVPERS 15604A) for more information.
5. Volunteer. A volunteer is any person working without financial remuneration under the direction of professional staff within a school or other public support organization.

Enclosure (1)